WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Tony Evers, PhD, State Superintendent

VIA EMAIL ONLY

DATE: January 2016

TO: Authorized Representatives of Agencies Participating in the Child and Adult Care Food Program (CACFP):

Both Independent agencies (1 site) and Sponsoring Organizations (2 or more sites) of the following CACFP components:

→ Group Child Care (including Head Start and Outside of School Hours sites); At-Risk Afterschool Programs; and Emergency Shelters

FROM: Amanda Kane RDN, CD, Director
Community Nutrition Programs

SUBJECT: **Notice and Summary: Updated State Agency CACFP Guidance Memorandums**

The State Agency CACFP Guidance Memorandums have been updated, including the *Index of State Agency CACFP Guidance Memorandums* page. They will be referred to as Guidance Memos within this notice and summary from this point forward. Please carefully review the summary of changes that are listed in the table below and implement these changes as applicable to your agency's CACFP operation.

The Guidance Memos serve to explain the CACFP requirements and to provide instructions and forms for meeting these requirements.

Access all Guidance Memos at:
http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo

Then, select the applicable Guidance Memo web link(s); there are now separate websites for each CACFP component. *Take note that the content within the Guidance Memos posted on the websites for each of the components - Child Care, At-Risk Afterschool Programs, and Emergency Shelters - are currently the same.*

→ We advise bookmarking the Guidance Memo website for quick and easy access. If your agency prints hard copies, please **discard the outdated** Guidance Memos **and replace them with copies of the most current revisions.**

DPI's CACFP Webcast Trainings: the CACFP webcast trainings provide step-by-step instructions on how to meet the CACFP requirements, as specified in the Guidance Memos, which any staff person can view online, at any time, and as many times as needed.

Access DPI's CACFP webcast trainings at:

- **For Group Child Care, Outside of School Hours, At-Risk Afterschool Program, and Emergency Shelter sites:**
  http://dpi.wi.gov/community-nutrition/cacfp/training/webcasts-cacfp
- **For Adult Day Care sites:**
  http://dpi.wi.gov/community-nutrition/cacfp/training/webcasts-adc

Per your agency's signed and approved CACFP Permanent Agreement (PI-1486-AP) with the Wisconsin Department of Public Instruction (DPI), your agency has agreed to meet the CACFP requirements, as instructed within the Guidance Memos and corresponding webcast trainings, in exchange for receiving federal funds. Failure to meet these requirements can result in fiscal sanctions and, if severe and/or purposefully negligent, can ultimately result in termination from the CACFP.

→ **It is imperative that you as the authorized representative take the following steps in order to remain compliant with the CACFP requirements:**

- Carefully review the most current Guidance Memos and required changes;
- Disseminate the updated information, instructions, and forms to pertinent staff; and
- Establish and implement procedures for effectively transferring this information to new staff when turnover occurs within your agency.

If you have any questions, please contact your assigned Nutrition Program Consultant.
Nutrition Program Consultant Directory

Thank you.

Summary of Changes within the December 2015 & January 2016 Guidance Memo Updates

Guidance Memorandum *(Number and Title)*	Guidance Memo Document Changes	Associated Forms and Documents *(posted under each Guidance Memo)*	
All	1) Adds section headings to clearly delineate each topic; 2) Modifies verbiage and re-organizes content to improve readability *(always in progress);* 3) Updates formatting, headers, and footers; 4) Changes font and increases font size; 5) Adds web hyperlinks to associated forms, reference documents, webcast trainings within the Guidance Memo content; 6) Highlights most recent changes and additions; 7) Specifies which agencies or types of sites each Guidance Memo applies to.		
3: ***CACFP Claim Submission and Processing***	Changes terminology relating to the submission and processing of late claims or claims submitted past the 60 calendar day deadline. Agencies must submit a completed *One-Time Exception Corrective Action Plan Form (PI-1410)* with its late claim for DPI approval.	• *CACFP Reimbursement Claim Forms (PI-1489 series)* ***(Revised)*** (only permitted to submit for late claims and when online claiming rights have been disabled) • *Meal Count Edit Check Sample Form*	• *Instructions for Completing the CACFP Reimbursement Claim Forms* (PI-1489 series) ***(Revised)*** • *Meal Count Edit Check Sample Form – 3 Sites*
4: ***CACFP Procurement Requirements –*** *For Purchasing and Vendor Agreements to Provide Meals/Snacks*	1) Adds the content from Guidance Memo 13, *Purchase of Meals,* to this Guidance Memo; **Guidance Memo 13 is now obsolete.** 2) Specifies the agency's responsibilities for monitoring the vendor's compliance with the CACFP Vendor Agreement. 2) Adds USDA requirements for having a written standard of conduct governing CACFP procurement activity. 3) Updates required procurement methods. 4) Adds the micro-purchasing as an allowed procurement method. 5) Adds section on purchasing local foods.	• *CACFP Vendor Agreement to Provide Meals/Snacks* ***(Revised)*** • *Record of Potential Vendors (Attachment B)* ***(Revised)***	• *Summary of Required Procurement Practices (Addendum 1)* ***(Revised)***
5: CACFP Sponsoring Organization Requirements *(2 or more sites)*	Adds conditions that are identified as imminent threat to health and safety when monitoring sites.	• *CACFP Site Pre-operational Visit Form* (Word and PDF format) ***(Revised)*** • *CACFP Site Review Form*	• *Site Review Tracking Sample Form* • *CACFP Training Checklist*

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Guidance Memorandum *(Number and Title)*	Guidance Memo Document Changes	Associated Forms and Documents *(posted under each Guidance Memo)* (Word and PDF format)
		• *CACFP Training Agenda*
6: CACFP Enrollment Requirements	1) Specifies that this Guidance Memo only applies to Group Child Care Centers, Head Start Centers, Outside of School Hours Care Centers, and Adult Care Centers. 2) Specifies that the collection of CACFP enrollment information per child (normal days, hours, and meals in attendance) does not apply to Outside of School Hours Care Centers. *(Not applicable to Adult Care)*	• *CACFP Child Participation Form (PI-6077-A)* *(Not applicable to Adult Care)* • *CACFP Enrollment Form (PI-6077)* *(Not applicable to Adult Care)*
7: Participation Trends	**Removed from Guidance Memo series** If your agency is a sponsoring organization of **unaffiliated sites,** please contact your assigned consultant for the CACFP requirements relating to participation trends.	
8: Civil Rights Requirements for the CACFP	1) Updates English and Spanish version of the USDA nondiscrimination statement and its complaint filing procedure and the short USDA nondiscrimination statement. 2) Adds section on the prohibition of separation by gender during meal services.	• *Building for the Future Flier* • *Annual Ethnic/Racial Data Collection Form* • *Nondiscrimination Statement with Complaint Filing Procedure* – In Word format for copy/paste purposes ***(Revised)*** • *Civil Rights Training Hand-out and PowerPoint* ***(Revised)*** • *Civil Rights Training Attendance Sheet* ***(New)*** • *Letter to Minority and Grassroots Organizations* ***(New agencies only)*** • *2015-16 Statewide Media Release*
9: CACFP Recordkeeping Requirements	1) Clarifies that only Group Child Care Centers and Head Start Centers must make WIC information available to the families of their enrolled children. *(Not applicable to Adult Care)* 2) Clarifies that the *Infant Meal Notification Letter* and documentation requirement does not apply to Emergency Shelters. *(Not applicable to Adult Care)* 3) Clarifies by specifying which claim support documentation must be maintained by each type of agency or site (i.e. Child Care Centers).	• *Meal Count Forms* (for both 3 or less meals and greater than 3 meals) • *Wisconsin WIC Program Factsheet* *(Not applicable to Adult Care)* • *List of Required CACFP Documents* • *CACFP Training Agenda Form* • *Permanent Agreement/Policy Statement (PI-1486-AP)* ***(New agencies only)***

Summary of Changes within the December 2015 & January 2016 Guidance Memo Updates

Guidance Memorandum *(Number and Title)*	Guidance Memo Document Changes	Associated Forms and Documents *(posted under each Guidance Memo)*
	4) Directs you to contact your consultant for DPI's prototype form for recording donations, if applicable.	
11: CACFP Requirements for Financial Management	1) NEW online submission process for the quarterly and annual CACFP Financial Reports (effective FFY2016). 2) Clarifies all financial management requirements for the CACFP that are part of the CACFP review. 3) Expanded Accounting Procedures and Support Documentation sections. 4) Clarifies the Budget process for all participating agencies. 5) Incorporates the changes to the financial management federal regulations for recipients of federal funds (2 CFR 200). 6) Provides financial management requirements for Public School Districts participating in the CACFP.	• *Quarterly CACFP Financial Report Training* (Pdf Instructions) – ***(Sponsoring Organizations ONLY)*** • *Annual CACFP Financial Report Training* (Pdf Instructions) – ***(Independent Centers ONLY)*** • Financial Management Forms/Templates: **Independent Centers:** ○ PI-1463 – paper copy of Annual CACFP Financial Report ○ Sample General Ledger for Independent Centers **Sponsoring Organizations:** ○ PI-1463-A – paper copy of Quarterly CACFP Financial Report for Sponsors of Affiliated Centers ○ PI-1463-C – paper copy of Quarterly CACFP Financial Report for Sponsors of Unaffiliated Centers ○ Sample General Ledger for Sponsoring Organizations • Financial Management resources – **FOR ALL AGENCIES**: ○ Frequent CACFP Costs ○ Assessing Costs in the CACFP ○ FNS Instruction 796-2 (Revision 4) as issued by USDA ○ FNs Instruction 796-2 (Revision 4) with highlighted changes ○ Summary of Allowable CACFP Costs • Other Resources – **FOR ALL AGENCIES**: ○ Appeal Procedures ○ Appeal Request Form (PI-1453)
12: CACFP Meal Pattern Requirements	Associated Forms and Documents→→→→	On the Guidance Memo website, a number of forms and resource documents on the meal pattern requirements are available under Guidance Memo 12. • **12C (Group Child Care, Outside School Hours, At-Risk Afterschool, and Emergency Shelter sites):** the resource documents and forms are organized by 3 sections: *Children/Youths Ages 1-12+; Infants*; and *Special Dietary Needs*. → **The CACFP Grain/Bread Chart:** has been revised to specify actual serving amounts of the various grain items for meeting the CACFP serving size requirements. • **12A: (Adult Care Centers):** the resource documents and forms listed provide further instruction and information on serving meals that comply with the CACFP Meal Pattern and the specific CACFP meal requirements relating to special dietary needs.

Summary of Changes within the December 2015 & January 2016 Guidance Memo Updates

Guidance Memorandum *(Number and Title)*	Guidance Memo Document Changes	Associated Forms and Documents *(posted under each Guidance Memo)*
Ages 1-12+ and Adults	1) Clearly defines what it means when a food is creditable and noncreditable to the CACFP Meal Pattern. 2) Adds the *USDA Food Buying Guide for Child Nutrition Programs* (FBG) (both the manual and online calculator tool) and the *USDA Bread/Grain Chart for the CACFP* as resources to use for determining whether specific foods are creditable towards the meal pattern. 3) Adds reference to additional foods not listed in the FBG that are creditable to the meal pattern, such as those traditionally served in native communities and different fruits and vegetables served in other various cultures; it also adds a web hyperlink to the *Additional Creditable Foods in the CACFP* document. 4) Adds a section on smoothies by specifying what foods can be credited towards the required components when serving them for meals or snacks. 5) Clarifies that home canned goods, regardless of the source, are not creditable to be served for any meals or snacks. 6) Adds a section specifying the requirements relating to purchasing local meat, poultry, game, and eggs. 7) Adds a section that provides a definition of what "traditional" foods are and the specifies the allowances relating to serving donated traditional foods through food service programs at public facilities and nonprofit facilities, including those operated by Indian tribes and facilities operated by tribal organizations that primarily serve Indians.	

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Infants	1) Clarifies the Food and Drug Administration's (FDA) definition of iron-fortified infant formula and that formulas purchased outside of the US are most likely not regulated by the FDA and therefore are not creditable towards the CACFP Infant Meal Pattern. 2) Provides web hyperlink to FDA's list of exempt formulas; a medical statement is required when claiming infant meals that serve an exempt formula. 3) Clarifies the storage requirements for breast milk and requirements for claiming infant meals that serve breast milk to infants over the age of 12 months and when a center staff member breastfeeds her own infant while at the center. 4) Clarifies the requirements for claiming infant meals that serve formula to infants over the age of 12 months. 5) Adds that single-ingredient infant foods containing DHA are now considered to be creditable in the CACFP Infant Meal Pattern, unless they are not creditable due to other reasons, i.e. hot dogs because they are not intended for infants. 6) Adds that based on the American Academy of Pediatrics' recent studies, foods containing one or more of the eight major food allergens by the FDA are creditable to be served to infants as part of a reimbursable meal. 7) Clearly defines what it means when an infant food is creditable and noncreditable; provides examples of foods commonly served to infants, but are noncreditable to the CACFP Infant Meal Pattern. 8) Clarifies that infants ages 8 through 11 months who are no longer following the Infant Meal Pattern and consuming all table foods, including whole fluid milk and/or adult cereals for breakfast, must have medical statements on file to claim their meals.	
12: CACFP Meal Pattern Requirements (Cont'd) **Special Dietary Needs**	1) Specifies that special dietary needs resulting from disabilities must be supported by a statement signed by a licensed physician or a State licensed health care professional who is authorized to write medical prescriptions under State law. 2) Lists the State licensed health care professionals who are authorized to write medical prescriptions under Wisconsin law according to Wisconsin State Statute Section 118.29. 3) Specifies the recognized medical authorities (as defined by WI State Statutes, Chapter 146.81) who can sign medical statements for special dietary needs **that are not the result of a disability**, in addition to the State licensed health care professionals who must sign the medical statements when the special dietary need is the result of a disability. 4) Adds a new form provided by DPI, the *Parent/Guardian Request for Fluid Milk Substitution Form,* to be used for obtaining the parent/guardian's written request and information for serving a nondairy milk substitution to their child(ren), including the web hyperlink to this form. *(Not applicable to Adult Care)*	
Index of State Agency CACFP Guidance Memorandums	The revision dates are updated for each guidance memorandum listed on the *Index of State Agency CACFP Guidance Memorandums* page.	